

CSULB LIBRARY AND ACADEMIC TECHNOLOGY SERVICES COMPUTER USE AND ACCESS STATEMENT 2007

In pursuit of its goal to provide effective access to information resources in support of the University's programs of teaching, research, and scholarly/creative production, CSULB Library and Academic Technology Services (henceforth "LATS") has adopted policies governing electronic access and use of licensed software. All those who use LATS' computers are required to:

- follow all official campus policies related to computing
- do so in a legal and ethical manner
- respect the rights of other users
- acknowledge the importance of civility and responsibility when using resources in a shared academic environment

AUTHORIZED CSULB USERS

Authorized CSULB users are defined as currently enrolled, currently employed, or emeritus faculty and staff. All users of the LATS' computers must be registered with the library and follow the authentication process that requires their campus ID number and Library Password (or MyCSULB password) to access our system (via SignUp™). The SignUp™ system assigns workstations to authorized users and allocates time on the computer to insure that all will have fair and equitable access. CSULB students,¹ faculty, and staff (including emeriti) may use public workstations anywhere in the Library and in the Horn Center Computer Lab. Users must be prepared to show appropriate ID² as requested by LATS personnel or University Police. Authorized CSULB users will have two methods of access; via immediate reservation at a SignUp™ express workstation (15 minute time restriction) or in the Spidell Center by signing in to reserve a workstation with a 4 hour time restriction. Workstation reservations can be renewed unless other persons are waiting. Horn Center users have the same arrangement.

GUEST USERS

Guest users will be accommodated in the Spidell Center, 1st floor. Guests are defined as any persons not currently enrolled at, employed by, or awarded emeritus status at CSULB.³ Guests do not have access to the LATS Horn Center Computer Lab. All guest users will have two options for computer access. First will be access without authentication at any one of COAST only computers located throughout the Library building. Upon submission of valid credentials (required photo identification, such as driver's license, CA ID, and student

¹ As recognized by CSULB and generally defined as III Patron Types 15, 16, and 35.

² Appropriate ID is defined as CSULB current ID or documentation proving CSULB registration for current semester.

³ Examples of guest user categories: CSULB & CSU Alumni; CSU students, faculty & staff; Community College students, faculty & staff from partner Community Colleges (Cerritos, Cypress, Santa Ana, Long Beach City College, and El Camino); High School Students from partner Schools (junior and senior secondary school students and special programs students of the Long Beach-Los Angeles-West Orange County area; LBUSD currently employed full time faculty (including librarians); Community Borrowers [fee paying CSULB Library users].

ID), **Computing Day Passes** will be issued to guest users for same day use only and will expire at 12:00 midnight each day.

Guest users who are granted a Computing Day Pass ID at the Circulation Desk will be able to create a Library Password and then will be able to authenticate themselves via SignUp™ reservation system to use one of the 10 designated computers in the Spidell Center (workstations # 185-195). Authenticated guest users will have a 60 minute time restriction (in one logon session).⁴ Guest users will have access to a browser and temporary workspace (during the 60 minute session) on the computer. No CSULB licensed software (such as MS Office™) will be available to them upon login.

Guest users requesting Computing Day Passes will need to submit valid credentials to Circulation Desk personnel upon each visit to the Library.

AUTHORIZED and UNAUTHORIZED USE

All computers are to be used for academic research purposes only. Electronic information, services, software, and networks provided directly or indirectly by LATS computers shall be available, in accordance with licensing or contractual obligations and in accordance with existing CSULB computing services policies.⁵ Users of any LATS computer in the Library and in the Horn Center Lab are **not permitted** to:

1. Copy any copyrighted software provided by CSULB. LATS will assist authorities in prosecuting violations.
2. Use licensed software in a manner inconsistent with LATS' contract with the content provider or program publisher.
3. Copy, rename, alter, examine, or delete the files or programs of another person or CSULB without permission.
4. Use a computer with the intent to intimidate, harass, or display hostility toward others. Examples are:
 - a. sending offensive messages
 - b. prominently displaying material that others might find offensive, such as vulgar language, explicit sexual material, or material from hate groups
5. Create, disseminate or run a self-replicating program ("virus" or keystroke capture program), whether destructive in nature or not.
6. Use a LATS computer for business purposes or generate financial benefit.
7. Tamper with switch settings, move, reconfigure, or do anything that could damage computers, printers, or other equipment. This includes unplugging any LATS computers or printers, or opening printer paper trays to add user supplied paper. Only LATS supplied paper can be used in library and Horn Center Lab printers.
8. Collect, read, or destroy output other than your own work without the permission of the owner.
9. Use the campus or LATS computer account of another person with or without their permission unless it is an account specifically designated for group work.

⁴ Sponsored visiting researcher scholars may apply for, and be granted, an extended access card after approval by LATS administration. Sponsors are generally the campus department with which the visiting scholar is affiliated.

⁵ Available at <http://www.csulb.edu/~policy/>.

10. Attempt to install and/or use software not provided by CSULB.
11. Access or attempt to access a host computer, either at CSULB or through a network, without the owners permission, and/or through use of log-in information belonging to another person.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR AND UNAUTHORIZED USE

It is expected that users of LATS' computers will be sensitive to the perspectives of others and responsive to library staff's reasonable requests for changes in behavior and compliance with LATS and university policies. Behavior that adversely affects the work of others and interferes with the ability of LATS staff to provide good service is considered inappropriate. LATS and its staff reserve the right to immediately revoke computer privileges of those in violation of any part of this statement and may deny further access to LATS computers and/or other LATS resources for repeat offenders. At the discretion of LATS personnel, a patron's computer session can be disabled using the Nerve Center administrative computer. LATS will pursue infractions or misconduct through the campus disciplinary channels and/or law enforcement as appropriate. Reports of criminal offenses, such as the viewing of child pornography, will result in an immediate report to Campus Police.

INTERNET AND WORLD WIDE WEB USE

LATS respects the First Amendment and supports the concept of intellectual freedom. The Library also endorses the American Library Association's Library Bill of Rights,⁶ which supports access to information and opposes censorship, labeling and/or restricting access to information. In accordance with this statement, LATS does not use filters to restrict access to information on the Internet or Web.

COPYRIGHT

Although the Internet is a different medium from printed text, ownership and intellectual property rights still exist, and many of the resources found on the Web are copyright protected. Most of the software, music, images, books, and journal articles available on LATS servers and computers are also copyrighted and will contain statements indicating ownership. Users shall not violate the legal protection provided by copyrights and licenses held by LATS or others.

PRINTING

Users are charged for printing based on prices established by the campus. Only LATS supplied paper can be used in LATS printers. Users are prohibited from opening printer trays to insert their own paper.

⁶ Available at
http://www.ala.org/Content/NavigationMenu/Our_Association/Governance/Policy_Manual/Intellectual_Freedom.htm

WIRELESS

BeachNet, the campus wireless network, is run by CSULB Network Services with support provided by the Campus Technology Help Desk. Network Services has installed antennas for wireless device access on the CSULB campus. Wireless users must have either a CSULB webmail address (i.e. jdoe) and webmail password or a MyCSULB/Beachboard id and password and a Wireless Ethernet-ready device configured to use TCP/IP with DHCP. LATS does not provide support for this service.

LAPTOP USE

Users will not unplug any LATS equipment in order to use their own laptop computers. Network access for laptops is currently only available for currently registered CSULB personnel via the campus wireless network (BeachNet).

ACCESSIBILITY

All members of the CSULB Community are entitled to equal access to official University Information. LATS web sites will conform to the CSULB Web Accessibility Policy [<http://www.csulb.edu/projects/ada-web/>], which is in keeping with the federal Americans with Disabilities Act (ADA) [<http://www.usdoj.gov/crt/ada/adahom1.htm>] accessibility requirements. [<http://www.csulb.edu/library/guide/policy.html>].

LOGON DISCLAIMER

The following text is supplied on the workstation during the logon process. Users unwilling to agree with this text and observe University and LATS computing policies will not have access to LATS computer equipment.

This workstation is for the exclusive use of registered library users. All users of Library and Academic Technology Services computers are required to follow all applicable laws as well as University and Library and Academic Technology Services computing policies and procedures. These policies can be viewed or linked to at the following web site:
<http://www.csulb.edu/library/guide/computing.html>.

By clicking "I AGREE", you agree to abide by all applicable laws, computing policies, and procedures.

Library and Academic Technology Services reserves the right to collect and compile data on user activity.

You are required to LOGOFF when you are done using this computer to release this workstation for use by others as well as to protect your privacy and security. It is your responsibility to save data periodically during the session. Inappropriate use of your campus ID by another person can occur if you do not log off.

Your session will terminate if no mouse or keyboard activity is detected for 15 minutes and you will lose any of your work which you have not already saved.